

The **Parks and Recreation Board** met Monday, November 17, 2014, 4:45pm, at the Parks office. Present at said meeting were Pat Flannelly, Karen Springer, John MacDonald, Aimee Jacobsen, Jeff Love and Park Board Attorney, Andy Gutwein. Also present was Council President, Ann Hunt. Pennie Ainsworth, Chris Foley and Dan Dunten represented the department. Absent were staff members, Lee Booth, Cheryl Kolb and Bess Witcosky.

Pat convened the Board at 4:47pm.

The first item of the agenda was the approval of the minutes from the October 20, 2014 meeting. Karen motioned to approve the minutes. John seconded the motion, and the motion carried.

Mayor Dennis opened by introducing the new Superintendent of the West Lafayette Parks & Recreation, Janet Fawley, by providing some background information. Jan spoke of her excitement to be with the City, and she looks forward to meeting and talking with everyone over the next couple of months.

Superintendent – n/a

Assistant Superintendent – Pennie reported on the following:

- T.L. Kincaid Contracting, Inc. was the low bid for the ADA restroom project. We will be asking the Board of Works to accept the bid tomorrow. They will have until March 2015 to complete the project.
- I have provided the Kiwanis with several drawings for the 2-5 age playground from three different playground representatives. The representatives included Miracle, Parkreation and Lester Recreation Designs. This is also an agenda item for the Park Foundation meeting.
- The next Park Foundation meeting will be Tuesday, December 2, 4:00pm, at the Lilly Nature Center. Joe Payne is now the Executive Director of the Foundation.
- I have provided a list of meeting dates for 2015. I have gone ahead and changed the meeting date for the March meeting to the fourth Monday due to spring break.
- The Pony League has started installing their new outfield fence.

Parks – Pennie reported on the following in Lee's absence:

- Inspections are available
- Finished winterizing the pool
- Closed parks for the winter
- Continue getting ready for the ice season (scheduled to make ice Wednesday night)
- Support post and concrete work was complete for the new Farmers Market shade structure, with the fabric being installed next spring. There is one more Farmers Market, next Wednesday (the day before Thanksgiving)
- Prepared equipment for winter

Ann added the Farmers Market will be open next Wednesday from 3-5pm.

Recreation – Chris reported on the following:

- The Ice Rink staff has been hired. The skates have been sharpened and are ready to go. The maintenance and rink staff will be making ice this Wednesday. The Ice Rink should be open on the scheduled Friday after Thanksgiving, Nov. 28.
- The 2nd and 3rd grade basketball will begin next Monday. Tim Whiteaker will be leading the program this year. The basketball program will begin on Monday and will continue through February.
- Classes are being planned for the Winter/Spring brochure.
- Bess delivered her baby daughter five weeks early. Both mother and baby are home and doing great.
- Part-time staff are helping to keep Morton's office open.
- Morton will be closed December 20, reopening on Monday, January 5.

Morton Center – n/a

Stewardship – Dan reported on the following:

- We had our annual Founder's Day Tree Planting event the end of last month, where we planted trees in memory of Helen Lillich, the founder of the WL Tree Friends group. I was able to secure three free trees (2 oaks and 1 elm) for this ceremony.
- We purchased and installed four solar, motion-detector, lights near the parking lot of the Celery Bog Nature Area. These have greatly improved the safety of this area for visitors leaving the Nature Center at night. The lights are set up to stay on only when there is some type of motion on the parking lot, they will then turn off after six minutes.
- We are in the process of preparing all the landscape beds for the winter by trimming the shrubs and cutting back the flowering perennials and some of the ornamental grasses.
- Dan passed along to Ann Hunt, the City's liaison to the Northwestern Heights, Garden Street project, and she provided some background and an up-to-date report on the progress that has taken place in the neighborhood.

Old Business

Morton Rental Fees

Chris reported we would like to table this item until December, stating we still need to work out some details with Bess and Marianne.

Shelter Fees - Taxes

Chris noted this is more a Facility item rather than a Shelter item. Chris said we would like to ask approval to add the state sales tax of 7 percent to the existing fees for our facilities. By doing so, it will increase our revenue without having to raise fees. Aimee motioned to approve the rental agreements, which will now show the rental fee and sales tax, with the exception of skate rental, remaining as is, and includes the sales tax in the total cost. John seconded the motion, and the motion carried. The original motion was dismissed. Discussion followed. Jeff motioned to allow skate rental of \$1.87 plus \$0.13 tax to be charged, noting the tax will be included in the cost of the rental, as discussed. Karen seconded the motion, and the motion carried. The previous motion was amended to reflect the current cost of skate rental, which is \$2.80 plus \$0.20 tax.

Aimee motioned to approve the amended amount as presented. John seconded the motion, and the motion carried.

New Business**2015 Meeting Dates**

Pennie presented information regarding the Park Board meeting dates, noting the March date was changed to the fourth Monday of the month due to spring break being the third week of March. Aimee motioned to approve the dates as presented. Jeff seconded the motion, and the motion carried.

Claims/Grants Administrator

Pennie requested approval to make the Claims/Grants Administrator position full-time, noting the budget for 2015 has been approved to include the position. The position will begin December 20, 2014 and will receive a bi-weekly salary of \$1,248.54. Aimee motioned to approve the full-time position as presented. Jeff seconded the motion, and the motion carried.

West Lafayette School Board – Karen reported the following:

- Congratulations to the Girls Cross Country Team for coming in third at State and for the Boys Team, which came in first. Cross Country is not a class sport meaning all schools, regardless of size, compete against each other. The boys' race was extremely tight as they beat Carmel by seven points and Munster by ten points. Even more exciting, 2014 was the 50-year anniversary of when the boys team last won state – 1964.
- The Facilities Strategic Planning Committee of about fifty WLCSC stakeholders met last Saturday to continue work on assessing the status of all corporation facilities, where we want to be in 20-30 years, and how to get there. Thanks to Chris who is representing the Parks Department on this committee.

2015 NRO Budget

Pennie noted we would like to table the item until later.

Approval of Superintendent

Pennie requested Park Board approval for the hiring of Janet Fawley as the West Lafayette Parks & Recreation Superintendent. John motioned to approve the hiring as presented. Jeff seconded the motion, and the motion carried.

Wabash River

n/a

Other**2015 Part-Time Salaries**

Chris requested approval of the 2015 Part-Time Salaries, some of which include a two percent increase. Karen motioned to approve the 2015 Annual Part-Time Salaries as presented. Aimee seconded the motion, and the motion carried.

Pay Claims

Karen motioned for claims to be paid. Jeff seconded the motion, and the motion carried.

Adjourn

Karen motioned to adjourn the meeting. John seconded the motion, and the meeting adjourned at 5:45pm.

Presiding Officer

Secretary

File: Cheryl/2014Park Board Minutes/Minutes#11/November2014